

INSTRUCTION CIRCULAR # 100/2006

BANK CHARGES EFFECTIVE FROM 01.01.2007

INTERNATIONAL BANKING

1. IMPORTS.

1.1 LETTER OF CREDIT.

ANNUAL VOLUME DURING A CALENDAR <u>YEAR</u>			<u>Ist Qtr. Or part thereof</u>	<u>Each Sub.Qtr or part thereof.</u>	<u>Minimum amount Per L/C</u>
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1.1.1. Opening of cash Letters of Credit.

a. Upto	Rs.20	(M)	0.40%	0.20%	Rs.1,000/-
b. Upto	Rs.50	(M)	0.35%	0.20%	
c. Upto	Rs.100	(M)	0.30%	0.20%	
d. Upto	Rs.250	(M)	0.25%	0.20%	
e. Upto	Rs.500	(M)	0.20%	0.15%	
f. Upto	Rs.1,000	(M)	0.15%	0.10%	
g. Above	Rs.1,000	(M)	0.10%	0.05%	

Note.

* Projected Annual Volume is to be ascertained and got approved by the Competent Authority Commitment letter from customer for paying difference in commission arising out of short fall in business commitment.

* L/C commission for the increased liability should also be recovered for un-expired L/C period. In case, liability increases (due to exchange rate fluctuation) by virtue of providing forward cover to the customer after opening of L/C.

1.1.2 Revalidation Commission.

On expiry of L/C when the same is revalidated, revalidation commission should be recovered as is applicable for opening of Fresh Letter of Credit, as in (1.1.1) above. L/C commission will be calculated on the amount of liability as per exchange rate prevailing on the date of revalidation.

1.1.3. Transfer Commission.

When a Letter of Credit is transferred to a new beneficiary, transfer commission should be charged as applicable in case of Fresh Letter of Credit as in (1.1.1) above.

1.1.4. Approval from SBP from re-import of consignment back to Pakistan.

Rs.2,000/- (Flat) per case.

1.1.5. L/C Cancellation Charges

Rs.1,500/- (Flat) Plus actual telex / SWIFT charges

1.2 Non-reimbursable Letter of Credit under Barter/Aid/Loan and authorization to pay.

1% on 1st quarter and 0.30% for each subsequent quarter or part thereof Minimum of Rs.2,000/-

1.2.1. L/C under Suppliers/Buyers Credit,
“Pay as you Earn Scheme” and Deferred payment L/Cs for period one year.

Commission @ 0.40% per quarter or part thereof (at the time of opening of L/C, it is to be charged on full amount of L/C liability plus interest payable thereon for the period from the date of opening of L/C till the expiry of L/C, thereafter commission is to be recovered on six monthly basis on outstanding/reducing liability as per revised Schedule of Charges applicable on that date.)

In case forward cover is provided against L/C under Suppliers/Buyers Credit, L/C commission should be recovered at booking rate for which liability voucher is to be passed. This is due to the fact that exchange fee is being recovered in advance.

1.2.2 If bills are to be drawn at a Usance under the above Letter of Credit other than PAYEES and Suppliers/Buyers Credit and deferred payment Letters of Credit on yearly basis.

- Rs.500/- per bill (Flat) to be charged at the time of retirement of bills.
- Extra Commission @ 0.10% per month is to be recovered/charged for the Usance Import Bill for any period beyond validity of Letter of Credit.

Amendments.

Rs.750/- per transaction (Flat) or commission under item (1.1.1) or (1.2) Pg-1, if amendment involves increase in amount or extension period of shipment.

1.2.3 Issuance of Standby Letters of Credit (i.e) beneficiaries in foreign countries) directly or through correspondent bank/bank's foreign branches/offices.

0.40% per quarter or part thereof Minimum Rs.1,000/- plus correspondent bank charges if any.

Swift/Telex US\$ 20/- per telex /swift message

Postage US\$ 10/- per postage

Amendments.

US\$ 20/- per transaction (Flat) or if amendment involves (increase in amount or extension in period) comm.. as above

For providing certified photocopies/ transfer of Category Pass Book.

Rs.1,000/- (Flat)

Processing charges for new Import Registration.

Rs.1,500/- (Flat)

Renewal of Category Pass Book

Rs.1,000/- (Flat)

1.2.4 **Mark-up in case of Import Bill under Import Letter of Credit.**

30 Paisas per Rs.1,000/-(or as per Sanction Advice) on daily products from the date of reimbursement till the date of retirement.

1.2.5 **Bank's commission on bills under Import Letter of Credit.**

In addition to mark-up as per 1.2.4 Bank's commission is to be charged as under:-

- If retired within 15 days from the date of lodgment. No commission
- If retired during 20 days subsequent to the period as above. 15 Paisas per Rs.100/- on purchase price.
- If retired during next 20 days after the period mentioned as above. 20 Paisas per Rs.100/- on purchase price
- If retired during next 190 days after the period mentioned as above. 25 Paisas per Rs.100/- on purchase price

NOTE.

- The Branches in their notice to Importers will indicate the sale price (Marked-up) by adding Rs.11.50 for each Rs.100/- or part thereof and will recover mark-up from the date of reimbursement to the date of retirement of the bill by the client by applying the Slab of rates as per clause 1.2.4 above.

- Benefit of cash margin recovered at the time of opening of L/C will be given to the customers at the time of retirement of documents.

- No mark-up will be charged from the date of reimbursement till the date of lodgment of documents received under Import L/Cs where the amount as per reimbursement arrangement is made to the negotiating bank only on receipt of the documents.

1.3 In case of FIM the following mark-up will apply*:-

- 1.3.1. Mark-up 43.836 Paisas per Rs.1,000/- on daily Product (or as per Sanction Advice) against Regular Credit Line under approved arrangement.
- 1.3.2 In case of Forced Creation of **FIM** penal charges to be recovered not exceeding Paisas 40 per Rs.1,000/- on daily product basis.
- 1.3.3. In case **FIM** is created and Bank arranges Clearance of consignment under **Sight L/C**, 50 Paisas per Rs.1,000/- on daily products shall be charged from the date of creation of **FIM**.
- 1.3.4 In case **Forced FIM** is created due to non-payment on maturity against DA/Suppliers Credit L/C.
Commission @ 0.35% is to be charged (once only) in addition to mark-up @ Paisas 50 per Rs.1,000/- from the date of maturity till the date of payment.

* Bank reserves the right to change the mark-up rate on case to case basis.

1.4 Import Bills returned unpaid.

- a. Handling of discrepant Import Documents., US\$ 50 (flat) to be recovered from the proceeds of the Bills remitted.
- b. Handling charges US\$ 50/- (Flat) from forwarding Bank plus Courier charges if any.

- 1.4.1. Collection
Rs.750/- (Flat) per collection provided no charges are realized from the correspondent.
- 1.4.2 Consignments.
0.20% (Flat) handling charges at the time of registration of contract/ purchase order/ Performa invoice Minimum Rs.500/-
- 1.4.3 Import against advance payment to suppliers.
-Service charges against Import transactions i.e. Import Bills/PAD/Collection.
Rs.750/- (Flat) plus usual remittance charges.
@ Paisas 10 per Rs.100/- or Rs.1/- per mille. Minimum Rs.500/-
- 1.4.4 Reimbursement charges (payable to reimbursing Banks.)
“Charges for borrowing customers as per arrangement.”
At actual.

2 EXPORTS

- 2.1. Processing Charges for Export Registration. Rs.200/- (Flat)
- 2.1.1 Returning charges for export bills. Rs.200/- (Flat)
- 2.2. Letter of Credit.
- 2.2.1 Advising. Rs.400/- (Flat)
- 2.2.2. Amendment Advising. Rs.300/- (Flat)
- 2.2.3 Negotiation of Bills against Letters of Credit issued under Barter/Remittance from SBP 0.25% Minimum Rs.200/-
- 2.2.4 Confirmation. 0.25% per quarter Minimum Rs.250/-
- 2.2.5. Transfer of Export L/Cs. Rs.450/- (Flat)

2.2.6	Reimbursement payment to other local Bank from Non-Resident Rupee Account.	Rs.400/- (Flat)
2.2.7	If the documents are sent to other banks for negotiation under restricted Letter of Credit.	Rs.350/- (Flat)
2.3 Collection.		
2.3.1	Clean Cheques/Drafts/FTCs.	Rs.100/- per Collection (Flat)
2.3.2	Documentary (on which bank do not earn any exchange difference).	Rs.200/- per Collection (Flat)
2.4. Duty draw back claims.		0.25% of the amount of claim Minimum Rs.250/- per claim.
2.4.1.	Handling of export documents against which advance payment is received.	Rs.200/- (Flat) plus postal charges.
2.4.2.	Collection FEBCs, DBCs, FCBCs, Special USSDBs, and coupon	0.20% Minimum Rs.200/- Max. Rs.500/-
Note.		
*	No Charges on E-Form Endorsement and issuance of Advance Payment Slip. Service Charges against export documents sent on collection basis where payment cover is already received to our Foreign Currency Account.	@ Paisas 10% or Rs. 1/- per mille.
2.5 LOCAL US DOLLAR INSTRUMENTS COLLECTION.		
2.5.1	Cheques / instruments drawn on branches in Karachi.	Rs.200/-
2.5.2.	Cheques / instruments drawn on branches other than Karachi.	Rs.300/-
2.5.3.	Cheques / instruments returned unpaid	
(a)	Drawn on Karachi	Rs.400/-
(b)	Drawn on other than Karachi	Rs.500/-
3. REMITTANCES		
3.1 OUTWARD		
3.1.1.	Foreign Traveller Cheques.	1% of the amount of Traveller Cheques sold Min. Rs.200/-
3.1.2.	Remittance abroad through Foreign Currency Account.	Commission @ US\$ 1.00 per US\$ 1,000/- or part thereof Min. US\$ 5.00 Maximum US\$ 25.00 plus Telex / SWIFT charges: Rs.250/- per Telex /SWIFT in case of telegraphic transfer.
3.1.3.	Remittance against surrender of F.C Notes or cash deposited in F.C Account within 10 days from the date of such deposits.	In addition to charges mentioned under 3.1.2. service charges @ 1.0% to be recovered in case the remittance amount exceeds US\$ 5,000/- or its equivalent in other foreign currencies.
Note:-	Service Charges @ 1.0% to be recovered from the customers in case cash deposited in FC Account is encashed /converted into Pak Rupees within 10 days from the date of such deposit.	
3.1.4.	Inward Collection received (relating to F.C Account) from abroad or local banks/ branches and where the payment is demanded in Foreign Currency.	US\$ 3.00 per US\$ 1,000/- or part thereof Minimum US\$ 3.00 Maximum US\$ 6.00
3.1.5.	Inward cheques expressed in foreign Currency drawn on foreign currency A/cs received from local/upcountry bank's branches for payment in Pak Rupees after conversion at authorized dealers buying T.T clean rates.	Commission @ Paisas 15 per Rs. 100/- Minimum Rs.200/-.
3.1.6. Remittances abroad other than through Foreign Currency Account.		
(a).	Students (for education purposes).	Rs.50/- plus telex charges Rs.200/- per telex (if telex required) or usual postal charges as prescribed.
(b).	Other than students.	Rs.50/- per US\$ 1,000/- Min. Rs.200/- and Max. Rs.500/- plus telex charges Rs.300/- per telex for telegraphic transfer or usual postal charges as prescribed.
(c).	Service Charges against issuance of Foreign Mail Transfers (FMTs) Foreign Demand Drafts (FDDs) Foreign Telegraphic Transfer (FTT)& Travellers Cheques (TCs) against Pak Rupee.	@ Paisas 10 % or Rs.1/- per mille.

(d). FDD/FTT/FMT Cancellation Charges for foreign currency account	Rs.200/- per item plus telex/postage charges
(e). Issuance of Duplicate FDD.	Rs.300/- plus usual telex/postage charges
(f). Foreign Bills sent for collections returned unpaid	Rs.350/- (Flat) plus telegram charges if any.
(g). Standing Instruction Charges in Foreign Currency Accounts.	US\$ 5.00 per instruction
Charges for Cheques returned unpaid (when fault lies with the customer) to be recovered from the client on whose behalf the instrument is being collected and collecting bank will apply these charges. In case bearer cheque returned on the counter no such charges will be applicable.	Rupee Account 200/- per cheque. F.C. Account US\$ 5/-per cheque
3.2 INWARD	
3.2.1. Home Remittance	No Charges (Zero Tariff)
3.2.2 . Others.	Nil, if proceeds are credited to an account with the drawee bank. In other case a flat charges of Rs.10/-
3.2.3. Encashment (Purchase) of Traveller Cheques.	Rs.100/-(Flat)
3.2.4. Service Charges on payment of Inward Foreign Drafts/Foreign Mail Transfers where payment is made to beneficiaries after payment cover is received to our Foreign Currency Account. These charges are to be recovered only when T.T buying rate is applied.	@ Paisas 15 per Rs.100 /-Minimum Rs.200/-
3.2.5. Commission/Handling Charges on Deposits of Currency notes for the credit of Foreign Currency Accounts.	Nil, if no remittance effected within 10 days of the date of deposit, otherwise remittance charges as per schedule (3.2.2)
3.2.6. Collection of Foreign Currency Accounts	US\$ 5.00 for collection upto US\$ 1,000/-, US\$ 15.00 for collection above US\$ 1,000/-.
3.2.7. Foreign Bills sent for collections returned unpaid.	Rs.350/- (Flat) plus telegram charges if any.
4. MISCELLANEOUS.	At actual subject to Minimum, as under :-
Postage/Cable/Fax/Courier	*. Local Rs.25/- * Inland Rs.40/-
4.1 Postage (Ordinary)	
4.2 Postage (Registered)	<ul style="list-style-type: none"> ▪ Local Rs.30/- ▪ Inland Rs.50/- ▪ Foreign Postage at actual Min. Rs.100/-
4.3.Telegram	<ul style="list-style-type: none"> • Local/Inland Rs.50/-
4.4. Telex /Fax/Telephone/Swift	<ul style="list-style-type: none"> • Local Rs.20/- • Inland Rs.25/- per minute Min. Rs.50/- • Foreign:- • Full Telex / SWIFT L/C/Guarantee and long Message Rs.1,200/- for full message for short message Rs.400/- • L/C/Guarantee amendment, Telegraphic Transfer and Miscellaneous messages Rs.1,200/- for full message. Rs.400/- for short message
4.5 Courier	<ul style="list-style-type: none"> ○ Local Rs.50/- ○ Inland Rs.70/- ○ Foreign Rs.1,100/-
4.6. Issuance of proceeds certificate beyond one year.	Rs.500/- (Flat) per certificate.
4.7. Issuance of Business Performance certificate at customer's request.	Rs.500/- (Flat) per certificate.

5 DOMESTIC BANKING

5.1. REMITTANCES.

Issuance of Drafts, MTs, & TTs:

5.1.1. Upto Rs.100,000/-	0.10%	Minimum Rs.50/-
5.1.2. Upto Rs.1,000,000/-	0.05%	Minimum Rs.100/-
5.1.3. Over Rs.1,000,000/-	0.04%	Minimum Rs.400/-
5.1.4. Issuance of Duplicate Draft.		
⇒ For account holders	Rs.200/-	
⇒ For non account holders	Rs.250/-	
⇒ Telegram Charges on TTs. (whether through Telex/ SWIFT /Fax)	Actual, Minimum Rs.75/-	
⇒ Trunk Call charges on issuance of T.Ts	Rs.100/- (Flat)	
⇒ Postage on MTs.	* Actual Minimum Rs.30/- if sent by Registered post locally, * Rs.50/- if sent by Registered post Inland on party's request.	
⇒ Courier Charges.	Local Rs.50/- Inland Rs.75/-	

6. PAY ORDER.

6.1. Issuance of pay order:-

1. For account holder	Rs.50/- (Flat)
2. For non-account holder	Rs.100/- (Flat)
	Rs.25/- (Flat) from student for payment of fee favouring educational institution

6.2. Issuance of duplicate Pay order

1 For account holder	Rs.100/- (Flat)
2 For non-account holder.	Rs.150/- (Flat)

6.3. Issuance of call deposit receipt

1. For account holder	Rs.50/-
2. For non account holder	Rs.100/-

6.4. Inland Travellers Cheque.
(other than NBP if any)

0.25% Minimum Rs.25/-

6.5 Inland Letters of Credit.

(Opening commission)

Annual Business

Upto Rs.50 (M)	0.40%	per quarter or
Upto Rs.75(M)	0.35%	part thereof
Upto Rs.100(M)	0.25%	
Above 100 (M)	Negotiable	
Minimum Rs.1,000/=		

➤ Amendment Charges.	<ul style="list-style-type: none">Without increase in amount or extension in period of shipment Rs.500/- (Flat)Involving increase in amount and/or extension in period of shipment Rs.500/- per transaction/commission as per item as above.
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6.6. Advising/Amendment/Confirmation Charges of (Inward) Inland L/Cs. Above Rs.500(M) Note: Charges negotiable on case to case basis under approval of Business Group Head.	Same as applicable in case of Export L/Cs Rs.500/- (Flat).
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6.7 <u>Authorities to encash cheques.</u>	No commission by issuing branch but charges on purchase of cheques will be recovered @ 0.80% Minimum Rs.25/- plus Courier Charges Rs.30/-
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6.8. PO/DD/TT Cancellation

1. For Account holder	Rs.50/-
2. For non-Account holder	Rs.100/-

7.BILLS.

7.1. Collection:-

7.1.1.. Documentary Bills.	0.40% Minimum Rs.50/- plus postage/courier charges.
7.1.2.. Clean (including cheques/dividend warrants/bank drafts etc)	0.20% Minimum Rs.50/- plus postage/courier charges as mentioned above.
NOTE: *No commission should be charged on out station cheques, drawn on places where there is an office of the bank, which are received from Government Departments for credit to Government Account. This waiver does not applied to outstation cheques tendered by the PUBLIC in payment of Government dues upon which the Bank's usual charges should be levied. * As per Zakat & Ushr Ordinance 1980, (Amended in 1997) banking services and services connected with the assessment collection or disbursement of Zakat & Ushr realizable on compulsory basis under this ordinance are to be rendered free of charge. Hence no collection charges shall be recovered on cheques drawn on Central Zakat Fund for crediting to account of their beneficiary.	
7.1.3. For NBP own cheques/DD/PO	0.15% Minimum Rs.50/- plus applicable postage/courier.
7.1.4. Purchase of bills, cheques etc. ⇒ Documentary Bills other than those drawn against Letters of Credit	0.25% Minimum Rs.50/- plus applicable postage/courier charges.
⇒ Clean Bills (trade cheques, bank draft etc.)	0.40% Minimum Rs.25/- plus applicable postage/courier charges.

NOTE:

- Postage/Courier Charges are to be recovered on collection/realization of each instrument (whether clean or documentary). However, in case where party has deposited more than one cheque/instrument on a particular date to be collected/drawn on the same branch of the bank, postage/courier charges are to be recovered (once only.)
- Collection of cheque of small amount may be effected through normal dak (other than courier) if specially requested by the party in writing for which he will be responsible for the delay.
- Other cheques/demand instruments (Like dividend warrants).

0.60% Minimum Rs.20/-

NOTE:

- Collecting agent's charges if the Collecting bank's is other than the Bank will be extra.
- Telegram/Trunk Call Charges will be extra, if fate of the instruments is asked for by telegram.
- Returning Charges for Documentary & Clean Collections, in case the instruments are returned unpaid.

Rs.100/- + Courier Charges as above (Documentary)
Rs.100/- + Courier Charges as above (Clean).

• **Mark-up shall be applied as under on bills purchased/negotiated.**

- If retired upto 21st days from the date of Purchase but during next 210 days (cushion period)
- Storage Charges.

40 Paisas per Rs.1,000/- per day

- i) No Charges if cleared within 3 days of its receipt by the Branch.
- ii) Rs. 1/-per packet per day Min. Rs.50/-

8. Documentary bills drawn against Inland Letters of Credit

"Charges for borrowing customers as per arrangements."

9. SIGHT BILLS

9.1. Negotiating end

Negotiating Commission @ 0.50% Min. Rs.500/-

9.2. Collection Charges (Inland L/Cs)

Rs.500/- (Flat)

9.3. Collection Charges for restricted L/C (where Negotiation is restricted to some other Banks and presented to us for forwarding).

Rs.500/- (Flat)

9.4. **At opening end (at the time of retirement) rate of Mark-up.**

- (a) If retired within 3 days from the date of lodgment
- (b) If retired after 3 days of lodgement

Mark-up @ 45 Paisas per Rs.1,000/- on daily product from the date of negotiation.

Mark-up @ 45 Paisas per Rs.1,000/- on daily product plus Banks Commission @ 0.25%

NOTE.

No mark-up will be charged from the date of negotiation till the date of lodgment of documents received under Inland L/Cs where the payment as per reimbursement arrangement is made to the negotiating bank only on receipt of documents.

9.5 If negotiation is restricted to some other bank.

Forwarding Bank/Branch would charge handling charges of Rs.200/- (Flat) per bill (commission will not be applicable).

9.6. Inland L/C cancellation charges

Rs.500/- (Flat)

10. USANCE BILLS

10.1 At opening end.

- a. Handling Charges.
- b. If bills matures after expiry of L/C

Rs.0.40% per bill Minimum Rs.500/- at the time of retirement of bill.

Usual Charges as in (a) above plus delivery of documents against acceptance commission @ 0.10% per month on bill amount on realisation from the date of expiry of L/C but Minimum Rs.500/-.

10.2. At Collecting end.

- a. Collection Charges
- b. In case of purchase.
- c. Discounting of Inland Usance Bills.

Commission @ 0.30% Minimum Rs.200/-

Usual Commission as in (a) above and keep mark down @ 0.75% for every 15 days from the date of purchase till the date of maturity.

Mark-up @ 25 paisa per Rs.1000/- on daily product (or per Sanction Advice) plus flat Commission @ 0.1%.

NOTE

All other charges as per quote (9.4.a) & (9.4.b) and (10.2.c) above wherever applicable will be extra.

11 PROJECT FINANCES/ADVANCES

Following Charges may be recovered in-addition to interest/mark-up return on investment.

11.1 Project Application Fee (Non-refundable)

Following charges will be recovered in addition to mark-up/Return on Investment. Miscellaneous (i.e. charges for documentation, evaluation of security and maintenance thereof etc.)

At actual, in addition:

1. Project examination fee @ 0.50% (flat) after acceptance of sanctioned by the company but before disbursement of the total amount of sanctioned (Funded and Non Funded Both) Minimum Rs.15,000/-

	2. Legal documentation fee. @ 0.25% Flat after acceptance of sanctioned by the Company but before disbursement of the total amount of sanctioned (Funded and Non Funded Both)	
	3. Project monitoring fee @ 0.50% p.a. payable quarterly on outstanding amount (Funded and Non Funded Both)	
	4. Commitment fee @ 1.50% p.a. payable quarterly on the un-disbursement amount of sanction (Funded only)	
	5. Front End/Arrangement Fee. @ 1.50% (Flat) wherever applicable as per Bank’s discretion. <i>** Concessional rates are admissible on case to case basis with the approval of Head Office.**</i>	
11.2.	a. Directors search / Charge search / Local credit report / Independent stocks verification / Independent credit report / CIB report / Assets valuation.	At actual, Minimum Rs.300/-
	b.Cross Border Credit Repots, Search Reports from Dub and Bradstreet, ICIL etc.	The cost will be recovered as per directives contained in Instruction Circular No.111/2003 dated 13-12 2003 or on revision made by respective Group.
11.3	(Miscellaneous) Charges for issuance of NOC. For issuance of NOC at the request of customers/clients for creating additional/pari-passu charges/second charges on their fixed assets for acquiring further project finance from other Bank’s/Financial Institutions.	Rs.10,000/- (Flat)
NOTE: <u>Recovery of these charges waived from:</u> a. Clients having total facilities exceeding Rs.100/-(M). b. Clients allowed facilities under consortium financing.		
11.4	Redemption of charge fee to be recovered from party when bank officers are called before registrar for redemption of the mortgage.	Rs.2,500/-
	<ul style="list-style-type: none">• Vacation of Charge with SECP.• Registration of charge at Registrar Office with SECP.• To arrange lien on securities issued by other Institutions.	Rs.1,000/- Actual + Rs.2,000/- per case. Rs.250/- per trip.
12	GODOWN CHARGES	
	⇒ Godown Rent.	Actual
	⇒ Salaries of Godown Keepers/Chowkidars	Actual
12.1	Godown Inspection Charges. a. Without any municipal limit.	Actual Treatment <ul style="list-style-type: none">❖ Debit to party account if Godown Inspection charges are upto Rs.500/- for payment to staff.❖ Debit to party and credit to bank Income Account if Inspection charges are more than Rs.500/- and reimbursement of TA/DA charges through debit to “Expenditure Account” with the approval of Competent Authority.
NOTE. No such charges will be recovered from the parties if Inspection of Godown by Regional/ Head Office Auditors / External Auditors and occasional surprise checking by Regional Headquarters etc. as it is a part of normal bank duty.		
12.2.	Delivery Charges:- If a godown keeper is not posted Conveyance Charges will be recovered.	Actual.
12.3.	Other incidental expenses: <ul style="list-style-type: none">• Insurance premia.• Legal Charges.	Actual Actual

12.4. Handling charges on marking of lien on Govt. Securities	Rs.500/- (Flat) per customer (to be recovered by the Branch where the loan is applied)
12.5. Marking of lien on Securities issued by NBP for other banks	Rs.500/- (Flat) per customer
NOTE: While recovering the miscellaneous Charges like godown rent, godown staff salary, inspection charges the amount recovered from the borrowers shall not exceed the total rent of godown, salary of the godown staff etc. In other word miscellaneous charges should be levied as per actual and not become a source of profit to the bank. However, reimbursement of actual conveyance charges to be made to concerned staff to the debit of Expenses Account after proper approval of the competent authority.	
13 STANDING INSTRUCTIONS FEE. Standing Instructions fee will be recovered in addition to the usual charges on remittances, if any.	Rs.100/- per transaction.
14 SALE AND PURCHASE OF SECURITIE SAFE CUSTODY ARTICLES IN SAFE DEPOSITS & SAFE DEPOSIT LOCKERS.	
14.1. Sale and purchase of shares and Securities	a. Rs.0.50% upto Rs.10,000/- of purchase price or cost thereof Minimum Rs.50/- b. Rs.0.10% on amount exceeding Rs.10,000/- Minimum Rs.75/-
14.2 Shares & Securities held in safe custody as a result of order of purchase executed through the bank (to be recovered up front)	Rs.0.50% (Flat) per annum or part thereof of the face value with the minimum of Rs.300/-
NOTE <ul style="list-style-type: none"> The above charges is in addition to brokerage. Commission is not to be recovered on purchase of newly floated securities, where it is payable by the Govt./ Govt. Agencies and from the subscribers to new Shares floatation. When orders for purchase or sale of shares/ securities are executed through the banks, other offices, all incidental expenses such as postage, insurance charges etc., incurred will be recovered in addition to the commission / brokerage charges. 	
14.3. Withdrawal fee on shares and securities held in safe custody (to be recovered at the time of withdrawal.)	a. 0.25% upto Rs.10,000/- of the paid up or face value, Minimum Rs.50/- b. 0.125% on amount exceeding Rs.10,000/-
14.4. Withdrawal fee on Government Securities.	Rs.10/- per scrip.
NOTE Where share and/or securities sold are from those held in safe custody, either commission on sale of shares and securities as shown against item (i) or withdrawal fees as shown against item (iii) whichever is higher, will be charged but not both.	
14.5. Charges for collection of interest/ return / dividend.	0.30% on the amount of interest/return/ dividend collected/ paid, Minimum Rs.20/-
14.6. Handling Charges for conversion, renewal, consolidation or Sub-division of Government Securities.	Rs.10/- per Scrip.
14.7. Public Flotation of Shares/Modaraba Certificates/ Offer for Sale of Shares/Dis-investment/Term Finance Certificates	Commission* @ 0.50% plus "Out of Pocket Expenses" - Actual
14.8. Payment of Dividend Warrants through designated branches.	Commission* @ 0.50% plus "Out of Pocket Expenses" - Actual

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*Commission negotiable on case to case basis.

15. Safe custody Articles in Safe-Deposit lockers.

Safe Deposit fee (to be recovered in advance at the time of deposit or at the commencement of each Quarter)

- | | |
|-------------------------------------|---|
| ⇒ For Boxes and Packages. | Rs.4/- per 100 cubic inches or any part thereof with a minimum of Rs.300/- per quarter. |
| ⇒ For Envelopes. (contents unknown) | Rs.2/- per 25 square inches or any part thereof with a minimum of Rs.300/- |

15.1. Safe Deposit Lockers Fee for Safe Deposit lockers (to be recovered in advance or at the commencement of the period yearly, half yearly, quarterly as the case may be.)

- | | | |
|--|---------------------|----------------------|
| ⇒ Upto 0.40 cft | Small | Rs.1,000/- per annum |
| ⇒ From 0.41 to 0.80 cft
From 0.81 to 1.35 cft | Medium | Rs.1,500/- per annum |
| ⇒ From 1.36 to 1.75 cft
From 1.76 to 2.00 cft | Large | Rs.2,500/- per annum |
| ⇒ From 2.01 to 2.50 cft
From 2.51 to 3.00 cft | Extra- Large | Rs.4,000/- per annum |

15.2. Key Deposit

- | | | |
|--|-----------------------|------------|
| Deposit will apply at the time of issuance of new locker | Small | Rs.3,000/- |
| | Medium | Rs.4,000/- |
| | Large/Ex-Large | Rs.4,000/- |

15.3 Breaking Charges.

Rs.2,000/- per locker or Actual

15.4 SERVICE CHARGES FOR INVESTMENT IN PAKISTAN INVESTMENT BONDS (PIB)

- | | |
|----------------------|-----|
| * Custodial charges. | NIL |
|----------------------|-----|

16. GUARANTEES.

- | | |
|--|---|
| 16.1. Charges for borrowing customers. | As per arrangement. |
| 16.2. Guarantees issued to shipping companies in lieu of Bills of Lading or endorsement of copy Airways Bills in absence of original Airways Bill. | Rs.1,000/- (Flat) |
| 16.3. Guarantees issued to Collector of Custom in lieu of payment of Export Duty which are valid upto 6 months | 0.50% per quarter or part thereof Minimum Rs.1,000/- (2.00% per annum). |
| 16.4. Issuance of foreign guarantees (i.e beneficiaries in foreign countries) directly or through correspondent bank/bank's foreign branch/offices | 0.40% per quarter or part thereof Minimum Rs.1,000/- plus correspondent bank charges if any.

Swift/Telex US\$ 20/-per Telex/Swift message
Postage US\$ 10/- per postage |

Amendments in (16.4) above.

US\$ 20/- per transaction (flat) if amendment involves increase in amount or extension in period, in addition to commission as above.

16.5 L/G under Suppliers/Buyers Credit “Pay as you Earn Scheme”

Commission @ 0.40% per quarter or part thereof (at the time of issuance of L/G it is to be charged on full amount of L/G liability plus interest payable thereon for the period from the date of issuance of LG/ till the expiry of L/G thereafter commission is to be recovered on six monthly basis on outstanding/reducing liability as per revised Schedule of charges applicable on that date.)

In case forward cover is provided against L/G under Suppliers/Buyers Credit, L/G commission should be recovered at booking rate for which liability voucher is to be passed. This is due to the fact that exchange fee is being recovered in advance.

16.6 In case of L/G under taking to be issued favouring any bank for providing forward cover exchange risk under Suppliers/Buyers Credit on behalf of applicant.

L/G commission to be charged @ 1.6% per annum to reducing liability on booked rate Minimum Rs.1,000/-

16.7. Other Guarantees

Based on volume during a Calendar Year:

- Upto (a) Rs. 15 (M) 0.40% per Qtr or part thereof
 (b) Rs. 30 (M) 0.30% per Qtr or part thereof
 (c) Rs. 50 (M) 0.25% per Qtr or part thereof
 (d) Rs. 100 (M) 0.20% per Qtr or part thereof
 (e) Above Rs. 100 (M) Negotiable

Minimum commission Rs.1,000/- per annum per guarantee wherever guarantee validity is less than one year.

16.8 Guarantees issued against collateralization of foreign currency deposit.

a. Deposit upto US\$ 500,000/-

0.25% per quarter or part thereof Minimum Rs.1,500/- (1% per annum)

b Deposit more than US\$ 500,000/- upto 5,000,000/-

0.125% per quarter or part thereof Minimum Rs.1500/- (0.5% per annum).

c. Deposit more than US\$ 5,000,000/-

Nil

d. Amendments

Rs.300/- per amendment (Flat) or 0.40% per quarter or part thereof if amendment involves increase in amount or extension in validity Minimum Rs.500/-

NOTE

- (i) All Guarantees issued by bank must contain specific amount and expiry date and commission to be charged from the date of issue till expiry of the L/G up front.
- (ii) If period of Bank Guarantee exceeds one year than commission be recovered on year to year basis.
- (iii) For calculation purpose a quarter would consist of 3 months starting from the date of issue of Guarantee (Three calendar months will make one quarter).
- (iv) Charges may be waived against 100% cash margin kept in margin account.

17. MISCELLANEOUS CHARGES

17.1 Service Charges on PLS Saving Accounts including dormant, inoperative and unclaimed with monthly average balance below Rs. 5,000/-.	Rs.50/- per month	
Exemptions:- The following categories of account holders are exempted from levy of the Service Charges:		
A) Students		
B) Mustahqeen of Zakat		
C) Employees of Government/Semi-Government institutions drawing salary/pension.		
D) Person availing any consumer product related finance facility from the bank would also be exempt from levy of service charges.		
E) Ex-NBP employees or their spouses Drawing pension/medical from the bank.		
17.2. Service Charges on current Accounts including dormant, inoperative and unclaimed with monthly average balance below Rs.5,000/-	Rs.50/- per month	
17.3. Service Charges on Foreign Accounts including dormant, inoperative and unclaimed with monthly average balance below US\$1,000/- or equivalent amount in other foreign currencies.	US\$ 3/- per month (Service Charges not applicable to Foreign currency accounts of NBP employees[in service or retired] or their spouses)	
17.4. Duplicate statements of account older than one year.	Rs.50/- per statement of account	
17.5. Issuance of SBP/NBP Cheques.	Rs.300/- per cheque	
17.6 Handling charges for issuance of students exchange remittance permit and maintenance of record for subsequent remittance.	Rs.200/- per annum	
17.7. Stop payment of cheque.	Rupee A/c Rs.150/- per instruction. F.C A/c US\$ 5/- per Instruction	
EXTRA. <i>Stop payment charges are to be levied one time for stop payment instructions whether it is for one or more cheques.</i>		
17.8. Clearance of Cheques where Clearing House Facility not established.	No Charges.	
17.9. Collection/encashment of profit coupons on Govt/Saving Centers under lien to us.	Rs.200/- per trip.	
17.10 Verification of test for other banks/parties	Rs.250/- (Flat)	
17.11 Credit information report including credit Report on foreign suppliers/buyers.	Foreign correspondent/reporting agencies charges at actual + Telex Charges.	
17.12 Registration of contract with SBP in respect of private foreign currency loan obtained by borrowers in Pakistan from foreign lenders	Handling charges Rs.5,000/- (Flat.)	
17.13 Confirmation of balances to auditors.	Rs.400/-	
17.14 Balance Confirmation Certificate (required by customer's other than auditors).	Rs.100/- per certificate.	
17.15 Issuance of new cheque book in lieu of lost cheque book (Rupee A/c only). These Charges are in addition to stop payment charges as prescribed above.	Rs.100/- per request plus excise duty if any. US\$ 2/- in F.C Account.	
17.16 Issuance of loose cheque.	Rs.50/- per cheque US\$ 1/-	Rupee A/c F.C A/c

17.17 Account closing charges.

Rs.250/- for Local Currency or entire amount if balance in the account is below Rs.250/- .
US\$ 5/- for Foreign Currency or entire amount is below US\$ 5/-
* No charges on closing of old frozen FC A/cs.

17.18 Issuance of Cheque Book
⇒ Mailing Charges for Cheque Book.

Rs.3/- per leaf (plus excise duty if any)
Actual.

NOTE.

No Charges will be recovered from customers maintaining deposit balances of US\$ 25,000/- and above or equivalent of Rs.1.00 (M) and Bank Staff are also exempt from levy of this charge.

17.19 Charges from employer on Salary Disbursement Services.

Rs.25/- per salary account per month.

NOTE:

A number of Commercial Organizations (**other than Govt.and Semi-Govt. and Autonomous Bodies**) disburse salary to their employees through our branches. Where such organizations do not maintain sufficient funds or route sufficient business through our bank to justify workload of salary disbursement, bank is justified to claim charges from them for the additional workload.

We can not charge individual accounts under **Prudential Regulations**. We can however, charge the employers where they do not maintain sufficient funds nor route ancillary business through our bank. We must charge them for disbursement of salary to their employees.

18 ATM Facility

- ATM card will be issued free of cost. However, annual renewal fee of Rs.300/- will be charged.
- Transaction cost for NBP customer using another bank ATM under 1-LINK ATM/MNET ATM SWITCH Service Rs.15/- per transaction.
- Balance Inquiry: Free, in case of using 1-Link ATM, Rs.5/- in case of using MNET ATM.
- ATM Card Lost / Replacement Charges: Rs. 150/-.
- ATM Card Pin Re-issuance Charges: Rs. 100/-

19 Tariff for Corporate Customers & MNCs

With aggregate exposure of over Rs.500/- Million (Both refunded and non funded) and in case of all MNCs L/C Opening guarantee issuance and remittance (Funds transfer) charges.

As per negotiation with the customer.

20. WAIVER OF CHARGES FOR CUSTOMERS MAINTAINING MONTHLY AVERAGE BALANCE OF RS.2.000 (M) AND ABOVE IN CURRENT ACCOUNT OR RS.5.000 (M) AND ABOVE IN PLS SAVINGS ACCOUNT/NIDA ACCOUNT

- 20.1. Commission on DD/TT/MT & pay orders
- 20.2. Cancellation/Issuance/Duplicate Pay orders
- 20.3. Cheques returned unpaid
- 20.4. Stop payment of cheques
- 20.5 Issuance of new cheque book in lieu of lost cheque book
- 20.6. Issuance of Duplicate statement of account older than one year.
- 20.7. Issuance of loose cheques.
- 20.8. Commission on Overseas Bills/Inland Bills for collection business.

(subject to recovery of postage, courier, fax, telex / SWIFT trunk call charges wherever applicable.

BANK CHARGES FOR GOVERNMENT BUSINESS.

A. IMPORT:

a. Cash Letters of Credit

Less than Rs.250,000/-	—————→	* 1/8% (0.125%) of the value of the letter of credit.
Rs.250,000/- and above.	—————→	* 1/16% (0.0625%) of the value of the letter of credit.

b. Non-reimbursable letter of credit under Barter /Aid Loans/Authorization to pay. —————→ * 3/8% (0.375%) irrespective of the value of the letter of credit.

* In addition to above, branches will recover the actual cable/telex/swift charges where LCs are desired to be established through cable/telex/swift and confirmation charges of foreign bank’s if foreign bank’s confirmation is also to be added on opener’s request.

NOTE**
The above concessionary rates/charges will apply only to those Letters of Credit which cover imports by the Government routed through State Bank of Pakistan. In case LC is received directly from the importing agency, normal charges are to be recovered.